

**Carlisle Housing Authority**  
Meeting Minutes  
August 10, 2015

**Present:** Alan Lehotsky, Chair; Carolyn Ing; Mark Levitan; Barbara Bjornson; Elizabeth DeMille Barnett, Housing Coordinator. Not present: Steven Pearlman.

**1. Meeting called to order** at 7:40 p.m.

**2. Welcome to New Member**

Mr. Lehotsky welcomed new member Barbara Bjornson. Her term expires after the 2016 Town Election.

**3. Old Business**

**A. NOAH Benfield Farms**

**Project Update.**

General operations: Ms. Barnett reported that on a recent visit she found that wastewater areas were free of aroma, and the grounds were clean with no trash present. She also reported that more events are being scheduled at the facility.

AIA Design for Aging Review Award: Ms. Barnett reported that Benfield Farms has been selected for recognition by the American Institute of Architects Design For Aging program. Per the AIA website, "The Design for Aging Review program, a joint effort of the AIA and LeadingAge, includes a juried exhibition, a companion book, and education programs. The program encompasses a broad view of facilities designed for senior citizens.

The Design for Aging Review seeks not only to demonstrate architectural design trends and recognize excellence but also "to serve as a reference for providers, developers, users, advocates, architects, and other design professionals in this growing market."

Winners of the 2015 award will be announced to the public at the 2015 LeadingAge conference, November 1-4 in Boston, MA

Board of Health jurisdiction: Mr. Lehotsky reported that the BOH will consider issuing a permanent Certificate of Compliance at a meeting in September.

**B. Update 2010 Town Of Carlisle Housing Production Plan**

Mr. Levitan and Mr. Lehotsky updated the board about the Housing Production Plan committee's progress toward completing the five-year plan. The next meeting is scheduled for August 13, and it was expected that a draft would be submitted by Monday August 17th to the Board of Selectmen and the Planning Board, both of whose approval is required. It is also planned to circulate the draft to boards whose approval is not required, including ConsCom, BOH, Council on Aging, CHA, and Carlisle Affordable Housing Trust.

**C. Bedford Road Ground Lease for Group Home for Intellectually-challenged Residents**

Ms. Barnett reported that the occupant of the existing house on the site has left, and that electricity shutoff and oil tank removal were scheduled for the week of August 10th. Gary Davis, DPW Superintendent, informed Ms. Barnett that any possible material recycling would commence soon. The Fire Department was still considering using the house for practice operations. Demolition should be completed by mid-September, with loam and seeding in place by October 1.

Ms. Barnett also reported that Till, Inc. is eager to start the project, and hopes to have occupancy by June 30, 2016, as prospective residents are already being selected for placement. She also reported that she had met with TILL and the Conservation Agent on July 16<sup>th</sup>, to discuss the project and that she had scheduled a meeting on August 11<sup>th</sup> with the administrators for the Planning Board, Conservation Commission and Board of Health to present an overview of the project.

**D. Proposed Affordable Housing Forum**

No action was taken on this item.

**4. New Business**

Ms. Barnett proposed revising the design of the web-based (and hard copy) document Economic Assistance Resources for Carlisle Residents. She stated that Bert Williams, who had worked with her before on this project, volunteered to work with her on a revision through the Senior Tax-worker program. Although the guide has been updated on an annual basis since the Housing Authority created it five years ago, it has been some time since the document had been revised. She wanted a sense of the board regarding whether to devote time to this. Mr. Lehotsky noted that the Town of Concord has posted the guide as a resource on its website.

Mr. Levitan moved that the CHA supports updating the Economic Assistance Resources for Carlisle Residents document. Second by Mr. Lehotsky. All present aye, the motion passed.

**5. Authorizations**

None

**6. Approval of Minutes**

None

**7. Next Meeting Date(s):** Monday, September 14, 2015 at 7:30 p.m.

**8. Meeting Adjourned** at 8:35 p.m. Motion by Ms. Ing; seconded by Mr. Levitan. All present aye; the motion was approved.

Respectfully submitted,

Mark Levitan, Secretary